

**CALIFORNIA DEPARTMENT OF TRANSPORTATION
DIVISION OF TRANSPORTATION PLANNING
DUTY STATEMENT**

CLASSIFICATION TITLE Transportation Planner		DISTRICT/DIVISION/OFFICE 74/Division of Transportation Planning/ Office of Community Planning	
WORKING TITLE Sustainable Mobility Assistant	POSITION NUMBER		EFFECTIVE DATE 4/14/2014

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT:

Under the general direction of the Sustainable Mobility Branch Chief, a Senior Transportation Planner and the supervision of the Chief, Office of Community Planning, the incumbent, helps develop, initiate, and carry out various complex studies, policies, projects and assignments to accomplish the work of the Sustainable Mobility Branch. The Branch's work includes implementation of Complete Streets and Smart Mobility Framework, and development and coordination of sustainable transportation planning efforts to achieve the goals of the Office of Community Planning, the Division of Transportation Planning (DOTP), and the Department. These goals relate to advancing the link between land-use, housing, and transportation decisions; fostering transportation decisions that expand modal choices and reduce auto dependency; and developing planning policies and strategies that concurrently support transportation systems and livable communities, active transportation, smart growth, smart mobility, and complete streets.

The incumbent facilitates the enhancement of context sensitive solutions, community partnerships, and development and implementation of policies, strategies, and projects that coordinate and integrate transportation, land-use, jobs/housing proximity, economic, and environmental issues. Accomplishing the above requires working cooperatively with the Divisions of Design, Traffic Operations, Mass Transportation, other State departments, and advocacy groups.

TYPICAL DUTIES:

Percentage Duties

40% (E)	Under direction, participate on or assist with task forces, committees, research panels, or other implementation efforts to further resolve problems or institutionalize sustainability, smart mobility, smart growth, and complete streets within Caltrans. This includes assisting with ongoing efforts dealing with performance measures, sustainability, various Caltrans technical committees involved in manual and guideline update efforts, and response to external reports about the Department.
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- 25% (E) Prepare material for others to represent the Department and/or speak at various conferences, workshops, seminars, and special events. Assist with promoting the Branch's products and programs developing, writing, and maintaining an online newsletter, articles for the Department's publications, and other promotional and educational material. Assist with routinely updating and revising Office of Community Planning web pages to ensure internal consistency and up-to-date information. Recommend web-links to both internal and external sites for information sharing.
- 10% (E) Assist with identifying training needs, development or locating needed training, and coordinating delivery of training for topics related to complete streets, smart growth/smart mobility, sustainability, and livable communities. Under direction, provide information and assistance to districts and headquarters planning units.
- 10% (E) In a learning capacity, develop expertise for involvement and coordination in bicycle, pedestrian, and transit planning and design issues. Gather and analyze information to help identify and recommend opportunities for policy and technical input to management and technical staff.
- 10% (E) With direction, provide assistance to the Caltrans Sustainable Mobility Research Technical Advisory Panel, as well as other cross-agency teams and advisory groups, including the Active Transportation and Livable Communities Group (ATLC).
- 5% (M) Assist with the preparation of proposals, contracts, monitoring reports, and other documents necessary for administering the community planning program.

SUPERVISION EXERCISED OVER OTHERS

As an entry level Transportation Planner, the incumbent does not supervise.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of federal, state, and departmental policies, programs, practices, laws, and issues related to transportation planning, including complete streets, smart mobility/smart growth, sustainability, non-motorized transportation, land use planning and related practices including transit oriented development, livable communities, housing, and public participation are required. Ability to identify, analyze, organize, reason, and develop studies/efforts/analyses related to the Office's work is required.

As part of an interdisciplinary team, ability to maintain effective communications and partnerships and work cooperatively with federal, state, regional, and local agencies, the private sector, districts, other Caltrans programs/divisions, and community based organizations is required. Ability to analyze problems and develop appropriate solutions, recommend effective courses of action, and evaluate general planning proposals is required.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Decisions made by the incumbent directly affect the Department's ability to satisfy Federal and State planning and programming requirements. Additionally, this person's recommendations and decisions broadly affect and are affected by actions of the Department, California Transportation Commission, Legislature, Federal and State agencies, Metropolitan Planning Organizations, Regional Transportation Planning Agencies, cities and counties, and the private sector related to transportation plans and programs, fund allocations, and general transportation systems management. Failure to consider the political sensitivity or to fully evaluate the fiscal, economic, social, and environmental effects of decision on Caltrans' programs could result in policies infeasible to implement with a concomitant delay in project delivery and/or a subsequent inefficient use or loss of funding.

PUBLIC AND INTERNAL CONTACTS

Public – The incumbent has extensive contact with the local agencies and governments; contact with the Federal Highway Administration, Federal Transit Administration, U.S. Environmental Protection Agency, California Transportation Commission, Resources agencies, Department of Housing and Community Development, California Energy Commission, Air Resources Board, and representatives of other Federal, State, regional, county, city, and private agencies and groups.

Internal – The incumbent has daily contact with Division of Transportation Planning staff. The incumbent also has contact with staff of other divisions/programs, and the districts.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Requires occasional bending, stooping, and kneeling.

Must have the ability to organize and prioritize large volumes of varied documents. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.

Must deal effectively with pressure, maintain focus and intensity, and yet remain optimistic and persistent, even under adversity. Must be able to develop and maintain cooperative working relationships. Must be open to change and new information. Must be able to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles. Must be able to adjust rapidly to new situations warranting attention and resolution.

WORK ENVIRONMENT

The environment includes working in a routine office setting 95% of the time, and traveling to outside locations for district staff meetings, conducting briefings/training, attending and/or speaking engagements at conferences and other special events the remaining 5%.

ACKNOWLEDGEMENTS

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR DATE